



CIA INTERNAL USE ONLY

GENERAL INFORMATION

TRANSPORTATION:

Capital Transit, R4 Potomac Park Bus - operates between 16th Street and K Street, N. W. and the R&S Building every 5 minutes during rush hours; every 16 minutes during the day. Allow 30 minutes for the trip in the morning -- longer at night.

Agency Shuttle Bus - first trip leaves North Building at 0800. Trip to Alcott Hall takes about 10 minutes. Last trip from Alcott Hall is at 1706.

PARKING:

There is no space available for student cars in Agency parking lots. In order to find a parking space along Ohio Drive you must arrive before 0730 -- the earlier the closer to Alcott Hall.

EATING:

The Cafeteria in R&S is open from 0730 - 1145, Monday through Friday. The Snack Bar, 1st floor Alcott, is open 0800 - 1645, Monday through Friday. The Snack Bar in Quarters Eye is open on Saturday from 0815 - 1330.

TELEPHONE:

Inform your office that you can be reached by telephone on Extension 2428. A memorandum of the telephone call will be delivered to you. Outgoing calls can be made from the telephone in Room 2201 and from Extension 3359 in the Library. Extension 3333 in the Library is reserved for the use of the Librarian. Office telephones are not to be used for long social conversations. Public telephones are located on the first floor at the foot of the stairs.

TIMES & ATTENDANCE:

During your period of attendance at IPM, time and attendance records will continue to be kept by the Office to which you are assigned. Therefore, in case of illness or emergency, you should notify both your office and the secretary in Room 2204, Alcott Hall, Executive 3-6115, Extension 2428. Except in the case of illness or emergency, no leave will be granted during the course.

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PAY:

By special arrangement with Payroll, your pay check will be delivered on pay days to Alcott Hall. You may obtain it from the secretary in Room 2204.

DAILY SCHEDULE:

Working hours at IPM are the same as those throughout the Agency: 0830 - 1700. Lectures will begin promptly as scheduled and you are requested to be in your seat in ample time. Absence from Alcott Hall during study periods must be cleared with the Course Supervisor. There will be mid-morning and mid-afternoon breaks of approximately 15 minutes duration.

CLASSROOM PROCEDURE:

Please do not smoke during lectures. The classrooms are small and good ventilation is a problem. Confine your smoking to the breaks if possible, or at least don't light up until the discussion period following the lecture.

Do not bring food or beverages into the classroom. It makes house-keeping more difficult.

Student-teacher relationships at IPM are informal, but as a courtesy to guest speakers, and in order that you may be better heard, it is requested that you rise when addressing questions to the speaker during discussion periods.

SUPPLIES:

Supplies such as paper, pencils, classification stamps, etc. will be found in the supply cabinet. If you do not find what you need there, please ask the secretary in Room 2203 to procure it for you. Do not make such requests to the Librarian or to the staff of the training activity in Wing C.

Maps and other graphic materials may be procured from [REDACTED] in 25X1A Room 2203. Storage for such material is provided in the map cabinet in the Room 2102 in the drawer labeled "Student Maps." Do not leave maps or graphics in the classrooms or workrooms, even if they are unclassified.

TYPEWRITERS:

Please treat typewriters with care. Do not leave them on classroom tables, but replace them in their cases and return them to the workroom. If you find a typewriter needs repair, please inform the secretary in Room 2204.

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LIBRARY:

Orientation in the use of the Library will be given by the Librarian early in the course. Remember that the Library is a place for quiet study and reading.

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